**THE GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS**

**Department of Education**

**REQUEST FOR PROPOSAL (“RFP”)-DOE-2017-005 to**

**Provide onsite professional development to school administrators in the St. Croix district and St. Thomas/St. John districts in the Virgin Islands on strategies for developing a School-Wide System of Support for PLCs**

**Purpose:** The purpose of the professional development (PD) is for a team of consultants (3 per district) to work with school administrators on developing a school-wide system of support for school-based PLCs.

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| Date of Announcement | October 20, 2016 |
| Deadline for Submittal | November 4, 2016 at 5:00 PM EST |
| Award |  |
| Issuing Office | Curriculum and Instruction |
| Contact Person | Anthony D. Thomas, MBA, Procurement Director |
| Contact Information | Tel (340) 774-0100 ext. 8115  Email: [procurement@sttj.k12.vi](mailto:procurement@sttj.k12.vi) |

**Background:** The proposed PD is intended to help administrators understand that the work of a PLC is a school wide undertaking with significant impact on student achievement, school culture, and teacher and leader effectiveness which are the state priorities in the Virgin Islands Department of Education.Administrators will meet at round tables in both districts to work with consultants.

**Target Audience:** School-based PLC teams in both districts comprised of principals and assistant principals estimated at 25 administrators per district.

**Duration:** One (1) day

**Expected Outcomes:**

* Provide PD support for administrators on developing a school-wide system of support for PLCs
* Provide strategies for addressing the culture shift required to sustain PLCs
* Provide strategies for creative use of time for schools teams to engage in PLC activities

**Scope of Services:** The selected service provider must have expert knowledge in PLCs and in delivering this expert knowledge to principals for the purpose stated.

* 6 consultants (3 in each district) will spend the day working with administrator on strategies and activities to develop a school-wide system of support for PLC
* Provide strategies for addressing the culture shift required to sustain PLCs
* Provide strategies for creative use of time for schools teams to engage in PLC activities

**Submission Requirements:** Providers interested in submitting proposals should include

* Resume of primary vendor
* Technical Response to include timeline of services to be provided
* A letter of interest which includes business’ qualifications and experience
* Cost Proposal
* State Issued Business License
* State issued Certificate of Good Standing/ Certificate of Existence
* Certificate of General Liability Insurance naming the Department of Education as a certificate holder and Additional Insured
* Certificate of Resolution (as applicable)
* W-9
* Articles of Incorporation, Articles of Organization, By-laws (as applicable)
* Certificate of Government Insurance or Workman’s Compensation Liability Coverage as applicable

**Evaluation:** Vendors will be selected by a team of evaluators based on the following criteria:

* Expertise
* Qualifications
* Experience
* Cost

\*\*\*\* Services must be completed by December 31, 2016.